Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check **www.sdmts.com** often and apply for a career with MTS. You never know where a job in transit will lead you!

Applications and resumes may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-234-1047

Email

jobs@sdmts.com

Job Announcement

Executive Assistant to Chief Executive Officer/Clerk of Board

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region envisions several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

To perform a variety of complex executive support work requiring specialized knowledge and experience; coordinate/manage meeting process in conjunction with the Office of CEO; act as Clerk of the Board for the MTS Board of Directors and the San Diego Regional Building Authority, a Joint Powers Authority with the County of San Diego.

Example of Duties

Essential Functions

Executive Assistant to Chief Executive Officer

- Provides executive support for the Chief Executive Officer;
- Provides administrative support for the Chief of Staff;
- Types/processes work for the Office of the CEO;
- Prepares CEO's Report agenda item for Board meeting, which involves gathering and reporting information on purchase requests and contracts signed by the CEO under his authority.
- Handles Board member, consultant, and staff Statements of Economic Interest submittal process to San Diego County, which includes updating the list of individuals required to report, distributing materials, and following up for statements not received, as well as reporting violations to the Fair Political Practices Commission.
- Provides guidance to the receptionist in the handling of the public.

Clerk of the Board

- Serves as Clerk of the Board. Attends all meetings, and transmits meeting minutes;
- Sets up meeting rooms, takes and transcribes meeting minutes, submits documentation for payment of meeting fees to Board members, and provides assistance as needed for Board members, including making conference and travel arrangements.
- Works with Assistant Clerk of the Board and the Copy Center Coordinator to resolve any problems encountered in compiling and issuing meeting materials.

Clerk of the Board (continued)

- Publishes and posts all meeting notices within prescribed legal requirements to ensure that MTS meets Brown Act requirements.
- Processes and certifies various agency documents. Conveys funding allocation instructions and payment schedules related to TDA to the appropriate parties.
- Maintains all Board-related information available within MTS and to the public, as well as all historical information related to the function and composition of the Board and submits appropriate County of San Diego and State of California filings of same.
- Oversees the posting and distribution of meeting materials for all MTS Committees.

Duties may include, but are not limited to, the following:

- Receives and screens phone calls and visitors for the Chief Executive Officer.
- Checks availability of schedules for Agency staff, Board members, and outside entities, and schedules meetings.
    - Reserves facilities for meetings.
    - Sets up meeting room with equipment and documents.
- Answers verbal and written inquiries from the public and Agency employees.
- Acts as administrator of the reduced fare program, including management of administrative staff associated with the program and maintenance of the database.
- Other duties as assigned.

The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Qualifications

Knowledge, Skills and Abilities

Knowledge of or ability to learn MTS policies and regulations, ability to read, understand, and apply MTS policies and regulations, union labor contracts; the ability to write letters, memoranda, and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly, and effectively in person-to-person or small group situations using tact and diplomacy; ability to coordinate and initiate actions necessary to implement decisions and delegate responsibilities to appropriate personnel; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions; skill in verifying the accuracy and completeness of forms and reports; knowledge of Microsoft Word and Excel and the ability to learn and use other software that we might have or acquire.

Physical Requirements

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, and reaching for overhead files and occasional lifting (must be able to lift up to 10 pounds). Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer and 10-key. Work may often require more than 8 hours per day or irregular hours/days to perform the essential duties of the position. Duties will be performed primarily in an office type environment. May require travel to external agencies.

Experience/Education/ Certificates/License(s)

Possesses an AA Degree in a business related field and a minimum of one year of related business school or technical education or training, and demonstrates experience that exhibits substantial knowledge and the ability to perform the specific job functions. Has a minimum of 10 years of increasingly responsible full-time administrative assistant experience providing office and administrative support to management or executive staff.

General

Must satisfactorily pass all applicable examinations including, but not limited to, a pre-employment physical administered by the company physician, and background check.

Salary

$53,356 - $82,702

MTS employees during the filming of a recent commercial.

DISCLAIMER: *The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. Management retains the discretion to add to or change the duties of the position at any time.*